

## MVSU CONTRACTUAL SERVICE PROCEDURES

The University enters into contractual agreements with vendors, entertainers and others when the necessity arises. The following University documents are used as legally binding documents for contractual services: Purchase Order, MOA, Professional Service Contract with the Addendum and Construction Contract.

Before any contractual arrangements can be completed, the University office or department requiring the services must obtain an original copy of the contractual agreement from the vendor or entertainer. The department's designated staff person is responsible for vetting the contract for the following:

- *Feasibility – does it make sense*
- *Does it meet the goals of the University*
- *Is there any risk to the University*
- *Does it contain a termination clause*

Contracts subject to review include but are not limited to: Outsourcing Contracts, Consulting Contracts, Copier Contracts, Insurance Contracts, Maintenance Contracts, Construction Contracts, and Collection Contracts. University may utilize one of the following binding documents for contractual agreements:

- *Purchase Orders - Services less than \$25,000*
- *Professional Services Contract with University Addendum – Service greater \$25,000*
- *MOA's – Personal Service Contract with individuals*
- *Construction Contracts – In house construction projects*

Contracts should be submitted to the Executive Assistant to the President for review and/or the Chief of Staff/Legislative Liaison. The Executive Assistant to the President will send the contract, along with any attachments to the Office of the State Attorney General for review. After needed corrections or additions are made by the Office of the State Attorney General, the Executive Assistant to the President returns the contract to the department. The department and/or the vendor or entertainer will make appropriate changes. The Executive Assistant to the President will return the corrected copy to the Office of the State Attorney General for final review, to ensure that agreement and changes, if any, are stated properly and accurately.

After final review by the State Attorney General's Office, the President or designee must sign and date the contract agreement for the University. At the same time the vendor or entertainer (or designee) must also sign and date the contract.

For contracts \$250K or greater, with the exception of Real Estate, the following forms must be submitted for approval by the Board and/or Commissioner (See IHL Board of Trustees Policies and Bylaws, Section 707-01):

- *Agenda Item Template*
- *BFA Contract Attachment Form*
- *Disclosure Form – required unless the entity is a state or government agency*